

DIVISION OF MINED LAND RECLAMATION		PROCEDURE NO.	2.2.09
PROCEDURES MANUAL		ISSUE DATE	August 18, 2000
SUBJECT	Name Changes on Applications	Section	Technical/Permitting
		Last Revised	3-12-97

OBJECTIVE AND INTENT:

To ensure a name change on an application is properly processed.

PROCEDURES:

Required Changes to the Application:

The Review Inspector shall ensure the following forms and items are submitted by the new applicant to replace the existing copies:

- Application Form (**DMLR-PT-034e and DMLR-PT-034p**).
- Sample public notice.
- NPDES Short Form C (**DMLR-PT-128**) or EPA Application Forms 1 and 2C.
- Map Legend(s) (**DMLR-PT-017**).
- Reclamation Fund Application Form (**DMLR-PT-162**), if applicable.
- Blasting Form (**BLD-034D**), if applicable.
- Relinquishment Form (**DMLR-PT-027**), if applicable, to relinquish area from the current permit holder (not the previous applicant) to the new applicant.
- Right-of-entry descriptions and documentation for the new applicant in accordance with the requirements of 4 VAC 25-130.778.15.

The Field Inspector shall:

- review and initial the new forms or items prior to the applicant submitting them to the Big Stone Gap office.
- instruct the new applicant or his consultant to replace the previous applicant's name with the new applicant's name throughout the application package.
- instruct the previous applicant to submit a letter to the Big Stone Gap office requesting to withdraw the old application number.

Requirements for Public Participation:

The sample public notice will be reviewed by the Field Inspector for accuracy, and if found to be acceptable, a new publication number will be assigned.

If the newspaper publication and public comment periods for the previous applicant expired, the Field Inspector will instruct the new applicant to publish the new public notice (in the newspaper of general circulation for the area of the proposed operation) at least once a week for two consecutive weeks. The notice should state that the public comment period of 30 days would commence on the first date of the notice's publication.

In the event the newspaper publication and public comment periods for the previous applicant had not expired, the Field Inspector shall instruct the new applicant to publish the public notice at least once a

DIVISION OF MINED LAND RECLAMATION		PROCEDURE NO.	2.2.09
PROCEDURES MANUAL		ISSUE DATE	August 18, 2000
SUBJECT	Name Changes on Applications	Section	Technical/Permitting
		Last Revised	3-12-97

week for an additional four consecutive weeks. The notice should state that the public comment period of 30 days would commence on the date of the notice's final publication.

The Field Inspector shall instruct the new applicant to make the application available for public inspection and copying by filing a complete copy of the application with the Clerk of the Circuit Court of the city or county where the mining is proposed to occur, or in an accessible public office approved by the Division. The materials must be filed by the first publication date of the required public notice.

Outstanding Violation/Civil Penalty Check: (See Procedure # 2.2.06)

AVS data will be entered in accordance with approved AVS procedures (Procedure # 2.2.05).

Technical and Permit Review:

After the new applicant or his consultant has made the required changes (if the application had not yet received technical approval), the Review Inspector will route the application package to the appropriate technical staff for record keeping and review of the revised or additional technical material.

Normal procedures for the review and processing of new permit applications will be followed from this point.